



California Department of  
Social Services



Child Care Advocate Program

## FAMILY CHILD CARE Self-Assessment Guide



COMMUNITY CARE LICENSING DIVISION  
"Promoting Healthy, Safe and  
Supportive Community Care"

**FAMILY CHILD CARE**  
**SELF-ASSESSMENT GUIDE**

This self-assessment guide is designed to help you in self-assessing your family child care home. By using this, you can find problems and then correct them yourself. This guide contains some of the most common problem areas found by licensing staff when they make visits. Read each statement and check Met, Not Met, or Doesn't Apply for the answer that best describes your family child care home.

This is not a complete list of licensing regulations. It includes many of them, but does not replace the regulations. When the licensing worker visits, they may look at more than just what is in this guide. You should review the family child care regulations for all of the requirements.

**SAFETY OF YOUR HOME**  
**(Regulation Section 102417 and 102424)**

<b><u>MET</u></b>	<b><u>NOT MET</u></b>	<b><u>DOESN'T APPLY</u></b>	
[ ]	[ ]	[ ]	1. Home is clean and neat.
[ ]	[ ]	[ ]	2. Fireplaces, woodstoves, and heaters are screened.
[ ]	[ ]	[ ]	3. Home has a fire extinguisher and smoke alarm and both work. (The fire extinguisher must be a 2A:10BC)
[ ]	[ ]	[ ]	4. Home has a working phone.
[ ]	[ ]	[ ]	5. Emergency phone numbers, including poison control are close to the phone.
[ ]	[ ]	[ ]	6. Children cannot get to anything that could poison them. Known poisons are locked up. Cleaning supplies and detergents are stored out of reach of children.
[ ]	[ ]	[ ]	7. All guns and any other weapons are not loaded and are locked up and kept away from children. Bullets for all guns are locked and stored away from the guns.

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<b><u>MET</u></b>	<b><u>NOT MET</u></b>	<b><u>DOESN'T APPLY</u></b>	
[ ]	[ ]	[ ]	8. Medicines are kept where children cannot get to them. This includes medicines in bathroom cabinets.
[ ]	[ ]	[ ]	9. Outdoor play areas are fenced. If not fenced, someone is with the children at all times when they are outside.
[ ]	[ ]	[ ]	10. Stairs have gates to keep infants and toddlers from falling.
[ ]	[ ]	[ ]	11. Swimming pools, spas, hot tubs, fish ponds and any similar bodies of water are covered or fenced. The cover or fence has been seen and approved by the licensing agency. (The fence must be at least 5 feet high)
[ ]	[ ]	[ ]	12. Smoking is not permitted while children are in care.
[ ]	[ ]	[ ]	13. Driver's license is current.
[ ]	[ ]	[ ]	14. Cars are safe and seating capacity is not exceeded.
[ ]	[ ]	[ ]	15. Infants are in car seats when in the car.
[ ]	[ ]	[ ]	16. Everyone uses seat belts.
[ ]	[ ]	[ ]	17. Toys and play things are safe, clean and are right for the age of the children playing with them. There are enough toys for all the children.
[ ]	[ ]	[ ]	18. Food brought by each child's parent, is labeled with the child's name and stored in the refrigerator when required.
[ ]	[ ]	[ ]	19. Babywalkers, bouncers, and jumpers are not used for children in care and are kept where children can't get to them.

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**RECORDS NEEDED**

**(Regulation Sections 102384, 102416, 102417 and 102370)**

It is important that you keep records somewhere together in your home so you can get to them quickly. Licensing workers will ask to see your records when they visit and parents may want to change or add to information they gave you on their child or children.

<b><u>MET</u></b>	<b><u>NOT MET</u></b>	<b><u>DOESN'T APPLY</u></b>	
[ ]	[ ]	[ ]	1. You have liability insurance or a bond.
[ ]	[ ]	[ ]	2. If you don't have liability insurance or a bond, you have a statement from each parent saying they know you do not have liability insurance or a bond.
[ ]	[ ]	[ ]	3. There is an emergency information and medical care consent card for each child.
[ ]	[ ]	[ ]	4. Emergency disaster plan is on hand. Fire drills and disaster drills are done at least every 6 months.
[ ]	[ ]	[ ]	5. There is a list of all children being cared for.
[ ]	[ ]	[ ]	6. Pediatric CPR and first aid card is valid and proof that health care training has been taken.
[ ]	[ ]	[ ]	7. Criminal record clearance and child abuse index checks have been done for all adults in the home.
[ ]	[ ]	[ ]	8. Annual license fee is paid.
[ ]	[ ]	[ ]	9. License is on hand.
[ ]	[ ]	[ ]	10. License number is on all advertisements.

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**RECORDS NEEDED**

**(Regulation Sections 102384, 102416, 102417 and 102370)**

<b><u>MET</u></b>	<b><u>NOT MET</u></b>	<b><u>DOESN'T APPLY</u></b>
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- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. You have proof of property ownership.<br>- If own or buying home, this is a copy of the deed or property tax statement.<br>- If renting or leasing, this is a copy of the lease or rental agreement. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Parents Rights form is signed by parents of all children.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Parents are told about their rights to complain.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Notice of Employee Rights is signed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Copies of licensing reports and substantiated complaints are available for parent review.  |

If you are caring for the two additional children, then you must also keep certain records that will be asked for by licensing workers.

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Parents have been told that you are caring for the additional children.            |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Property owner/landlord has given written permission to care for 8 or 14 children. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. License attachment is with your license.   |

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**CARE AND SUPERVISION**  
**(Regulation Sections 102417 and 102423)**

<b><u>MET</u></b>	<b><u>NOT MET</u></b>	<b><u>DOESN'T APPLY</u></b>
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- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. There are no more children than the license allows.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Assistant caregiver is present when required.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Children are supervised at all times.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Children are not spanked, slapped, hit or prevented from eating, sleeping, or going to the bathroom. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Children who are sick are cared for in a place away from children who are not sick.                  |

**IMMUNIZATIONS**  
**(Regulation Section 102418)**

<b><u>MET</u></b>	<b><u>NOT MET</u></b>	<b><u>DOESN'T APPLY</u></b>
-------------------	---------------------------	---------------------------------

- |                          |                          |                          |  |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. All children in care have been immunized.             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Immunizations are current for all children in care.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Parents have signed the "Personal Beliefs Affidavit." |

**ITEMS NOT REQUIRED BY REGULATIONS**  
**BUT WILL MAKE YOUR HOME SAFER FOR CHILDREN**

The following items are not identified in the family child care regulations. However, you could be cited under Section 102417 if it is found that a child could be hurt or injured by any item in the home. The following are just some of the most common items that could injure a child. Check your entire home. Each home is different and you are responsible for making it safe and healthy for children.

**MET**   **NOT**   **DOESN'T**  
**MET**   **MET**   **APPLY**

- |                       |   |
|-----------------------|---|
| [   ]   [   ]   [   ] | 1.   Drawers and cabinets with liquor, plastic bags, and sharp things, such as knives, or small things that children may swallow, are locked. |
| [   ]   [   ]   [   ] | 2.   Covers are placed in all unused electrical outlets if they are where children can reach.   |
| [   ]   [   ]   [   ] | 3.   Throw rugs are backed with a nonskid material.   |
| [   ]   [   ]   [   ] | 4.   Each child has their own towel and washcloth.  |
| [   ]   [   ]   [   ] | 5.   Hot water is between 105 and 120 degrees. Any hotter can cause serious burns.  |
| [   ]   [   ]   [   ] | 6.   Hands are washed after each diaper change. This is to protect you and your family as well as the children.                               |
| [   ]   [   ]   [   ] | 7.   Children's hands are washed after using the bathroom, before eating and when dirty.  |
| [   ]   [   ]   [   ] | 8.   Rooms that are "off limits" to children are locked or have door knob covers.   |